DISTRICT & SESSIONS COURT - PRATAPGARH

RTI Act 2005 Section 4(1)(b) Compliance, Administrative Roles & Procedural Workflows

1: Particulars of Organization, Functions & Duties

1. Court Structure & Sub-Divisions

- **Pratapgarh Headquarter:**
  - District & Sessions Court, Pratapgarh
  - Special Judge, POCSO Court, Pratapgarh
  - Judge, Family Court, Pratapgarh
  - Judge ACD Court, Pratapgarh
  - Judge NDPS Court, Pratapgarh
  - Judge MACT Court, Pratapgarh
  - Judge, SC/ST Court, Pratapgarh
  - CJM Pratapgarh
  - Acjm pratapgarh
  - JJB Pratapgarh
  - MJM Pratapgarh
  - AMJM Pratapgarh
- **Chhotosadari :**
  - Additional District & Sessions Court, Chhotisadari
  - ACJM Court, Chhotisadari
- **Dhariyawad :**
  - ACJM Court, Dhariyawad
- **Arnod :**
  - ACJM Court, Arnod
  -
- **Supporting Ministerial Staff:** Superintendent, Executive Assistant, Readers (Grade I, II, III), Stenographers (Grade I, II, III), Sharisterdar, Senior Assistants, Clerks, Drivers, Bailiffs, Process Servers, Orderly, and Peons.

2. Jurisdictions & Administrative Powers

S. No.	Name of Court	Jurisdiction
1	District & Sessions Judge, Pratapgarh	**CIVIL MATTERS** All Civil cases having value more than Rs. 50,0000/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Pratapgarh, Arnod, Dhariyawad. **CRIMINAL MATTERS** Having jurisdiction of Session's cases arising in sub-division of Pratapgarh, Arnod and Dhariyawad and all Criminal Revisions and Appeals of sub-dvision of Pratapgarh, Arnod and Dhariyawad The Sessions Judge, Pratapgarh has been also designated as Special Judge Children Court and Human Right Act Cases of Pratapgarh District. The District & Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He/She can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, He/She can transfer any criminal case from, one Court to another Court having competent jurisdiction in the district, in the interest of administration of justice. He/She supervise the Judicial work in the district. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all employees are under his/her control in the district. He/She is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the employees in the district. He/She is also Drawing and Disbursing Officer or authorized to any judicial officers for this work. He/She is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee, DCMS Committee.

		He/She is a head of the Judicial House Allotment Committee, he/she makes annual inspection of Judicial Courts in the District and quarterly inspection of his/her own court.
2	Family Court, Pratapgarh	Cases under Hindu Marriage Act, Guardian & Wards Act and Maintenance Cases and other Civil Suits transferred from District Court, Pratapgarh.
3	Spl. Judge, POCSO Court, Pratapgarh	Matter related to Protection of Children from Sexual Offences Act, 2012 and Commission for protection of Child Rights Act, 2005.
4	Judge, MACT, Pratapgarh	Having exclusive Jurisdiction of MACT claims under MV Act arising in Sub-division of Pratapgarh, Arnod and Dhariyawad.
5	Spl. Judge NDPS Cases Pratapgarh	Having Jurisdiction of Special cases under the NDPS Act in Sub Division Pratapgarh, Arnod And Dhariyawad.
6	Spl. Judge ACD Cases Pratapgarh	Having Jurisdiction of Special cases under the ACD Act in Pratapgarh district.
7	Spl. Judge SC/ST(PA) Cases Pratapgarh	Having Jurisdiction of Special cases under the SC/ST(Prevention of Atrocities) Act in Pratapgarh district.
8	Additional District & Sessions Judge, Chhotisadri	**CIVIL MATTERS** All Civil cases having value more than Rs. 500000/- of Sub-division Chhotisadri and all Civil Appeals of Sub Division of Chhotisadri. **CRIMINAL MATTERS** Having Jurisdiction of Session's cases arising in Sub-division Chhotisadri and all Criminal Revisions and Appeals of Sub Division of Chhotisadri.
9	Senior Civil Judge & Chief Judicial Magistrate, Pratapgarh	**CIVIL MATTERS** All Civil cases having value of Rs. 2000001 to 500000/- of Sub-division Pratapgarh **CRIMINAL MATTERS** All the Criminal cases of Police Station (Kotwali) & Mahila Thana Pratapgarh, Police Station Ghantali.
10	Senior Civil Judge & Additional Chief Judicial Magistrate, Pratapgarh	**CIVIL MATTERS** Civil cases Cases transferred from other Courts. **CRIMINAL MATTERS** All the Criminal cases of Police Station Hathunia, Dhamotar.
11	Senior Civil Judge & Additional Chief Judicial Magistrate, Arnod	**CIVIL MATTERS** All Civil cases having value up to Rs. 2000001 to 500000/- of revenue tehsil Arnod. **CRIMINAL MATTERS**

		Having Jurisdiction of all Criminal cases of Police Station Arnod, Salamgarh and Kotdi.
12	Senior Civil Judge & Additional Chief Judicial Magistrate, Dhariyawad	**CIVIL MATTERS** All Civil cases having value up to Rs. 2000001 to 500000/- of revenue tehsil Dhariyawad. **CRIMINAL MATTERS** Having Jurisdiction of all Criminal cases of Police Station Dhariyawad, Parsola and Kesriyawad.
13	Senior Civil Judge & Additional Chief Judicial Magistrate, Chhotidadri	**CIVIL MATTERS** All Civil cases having value up to Rs. 2000001 to 500000/- of revenue tehsil Chhotidadri. **CRIMINAL MATTERS** Having Jurisdiction of all Criminal cases of Police Station Chhoti Sadri, Dhola pani and Jaloda jagir.
14	Civil Judge & Judicial Magistrate, Pratapgarh	**CIVIL MATTERS** All Civil cases having value upto Rs. 200000/- of Sub-division Pratapgarh. **CRIMINAL MATTERS** All Criminal cases of Police Station Rathanjana and Pipalkhunt.
15	Additional Civil Judge & Judicial Magistrate, pratapgarh	**CIVIL MATTERS** Civil cases Cases transferred from other Courts. **CRIMINAL MATTERS** Having Jurisdiction of all Criminal casesnof Police Station, Mandar, Reodar and some part of Anadra.
16	Gram Nyayalaya, Pratapgarh	**CIVIL MATTERS** All Civil cases having value upto Rs. 200000/- as per the category enumerated in Schedule I & II of the Gram Nyayalaya Act, 2008. **CRIMINAL MATTERS** Having Jurisdiction of all Criminal cases as per the category enumerated in Schedule I & II of the Gram Nyayalaya Act, 2008 arising in Police Station Pratapgarh, Hathunia, Rathanjana, Dhamoter and Devgarh.
17	JJB, Pratapgarh	Matter related to the Juvenile Justice (Care and Protection of Children) Act 2015.

- **Administrative Authority:** District & Sessions Judge is the Drawing & Disbursing Officer (DDO), Appellate Authority under RTI, Chairman of DLSA & District Criminal Supervisory Committee, and competent authority for appointment, transfer, leave sanctioning, and disciplinary action of staffs.

2: Powers and Duties of Officers and Employees

Designation	Core Powers, Administrative & Judicial Duties	Leave / Supervisory Control
District & Sessions Judge	Head of Office. Transfers civil/criminal cases within district. Entrusts newly instituted cases to ADJs. DDO for Sessions division. Annual court inspections. Appoints Oath Commissioners & Auctioneers.	Controls all staffs. Sanctions CL to Judicial Officers.
Spl Judge POCSO	Trial POCSO Cases	Sanctions CL/PL to POCSO Court Staff.
Spl Judge Family	Trial Family matter & civil matter transferred by District & Sessions Judge	Sanctions CL/PL to Family Court Staff.
Spl Judge NDPS	Trial NDPS Act cases	Sanctions CL/PL to Court Staff.
Spl Judge ACD	Trial ACD cases	Sanctions CL/PL to Court Staff.
Spl Judge MACT	Trial MACT matter	Sanctions CL/PL to Court Staff.
SC/ST Judge, Pratapgarh	Trial SC/ST Act cases	Sanctions CL/PL to SC/ST Court Staff.
Sr. Civil Judge & Chief Judicial Magistrate (CJM)	Trial criminal cases & NI Act matters. Allocates police stations to Judicial Officers. In-charge of Judicial Record, Nazir. Collects criminal fines.	Sanctions CL/PL to CJM Court, Record Staff.
Sr. Civil Judge & Add. Chief Judicial Magistrate	Trial criminal cases & NI Act matters. In-charge of Double Lock Malkhana.	Sanctions CL/PL to ACJM Court Staff
Civil Judge & JM	Civil & Criminal case per Jurisdictions.	Sanctions CL/PL

		to JM Court, Copying Staff.
Add. Civil Judge & JM	Supervises of Return Section, Record & Copying Section. Civil & Criminal case per Jurisdictions.	Sanctions CL/PL to AJM Court, Copying Staff.
Secretary DLSA	Renders free legal aid/advice to poor, women, SC/ST, children, disabled, and victims. Organizes Legal Literacy Camps, Lok Adalats, Jail Lok Adalats, & Camp Courts.	Performs duties under Chairman DLSA.
Sr. Munsarim (Superintendent)	Supervises all branches in District Court. Handles High Court correspondence & others.	Assist for District Judge.
Reader / Stenographer	prepares Daily Cause List (Peshi), maintains Fine/Bail/Peshi registers. Stenographers take dictations & issue free judgment copies.	Reader to Sessions Judge acts as Assistant PIO.
Clerk	Custodian of active judicial case files. Issues summons, warrants, bail/stay orders. Maintains Civil/Criminal registers (IPC, CrPC, FIR, Execution, Rent).	Assistant PIO under RTI Act.
Civil Nazir / Nazir	Disburses staff/officer salaries, maintains Cash Books, distributes Witness Road & Diet Money, manages stationery stock, acts as Nodal Officer for Post Office notices.	In-charge of furniture & court securities.
Record Keeper / Head Copyist	Record Keeper: Manages Record Room, receives decided files into Bastas, handles record destruction. Head Copyist: Issues certified copies via CD Registers.	Custodian of decided records & copy fees.

3 & 4: Decision-Making Channels & Operational Norms

Branch / Work Type	Initiating Level	Processing Channel	Final Decision Authority & Operational Norms
Court Functions	Clerk	Reader	Presiding Officer / Judicial Officer. Cases called turn-by-turn per Daily Cause List; safe file custody by Ahlmad.
Administrative	Dealing Clerk /	Sr. Munsarim	District & Sessions Judge /

Office	Assistant		CJ (Sr. Div). Processed as per High Court rules & Rajasthan Govt instructions.
Nazir Branch	Civil Nazir / Nazir	Sr. Munsarim	District & Sessions Judge / CJ (Sr. Div). Fines deposited next day; summons routed to Process Servers; witness diet money disbursed.
Copying Agency	Copyist	Head Copyist	Superintendent (Sessions) / COC (Lower Court) / CJM. Applications entered into CD registers; copies prepared after fee court stamp.
Record Room	Dealing Clerk	Record Keeper	District & Sessions Judge / CJ (Sr. Div). Consigned files placed in Bastas; destruction per High Court Rules Vol IV Ch 16.
Malkhana Branch	Criminal Clerk	Criminal Clerk	Judicial Magistrate (JM). Case property preserved; bail orders from High Court processed for release warrants.

5 & 6: Rules, Key Registers & Administrative Committees

Essential Registers & Documents Maintained (Manual 5)

- **Courtroom Registers:** Maintain as per General Rules (Civil & Criminal) 2018.
- **Administrative Registers:** Maintain as per General Rules (Civil & Criminal) 2018.
- **Financial & Agency Registers:** Maintain as per General Rules (Civil & Criminal) 2018.

Constituted Administrative Committees (Manual 6)

- **DPC Committee :** Chairman: As per nominated by the District & Sessions Judge
- **District Computer Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Court Management System Committee :** Chairman: District & Sessions Judge
- **Internal Complaints Committee (GSICC) :** Chairman: As per nominated by the District & Sessions Judge

- **Election of the Bar Council Committee:** Chairman: As per nominated by the District & Sessions Judge
- **Land Allotment Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Case Management Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Legal Services Authority (DLSA):** Chairman: As per nominated by the District & Sessions Judge
- **House Allotment Committee :** Chairman: As per nominated by the District & Sessions Judge

7 & 8: Officers Directory & Pay Scale Structure

Judicial Officer Pay Scales & Progression (Manual 7)

- **Civil Judge (Junior Division) / Entry Level**: ₹77,840 – ₹1,36,520
- **Civil Judge (Junior Division) – After 1st ACP (5 years):** ₹92,960 – ₹1,36,520
- **Civil Judge (Junior Division) – After 2nd ACP**: ₹1,11,000 – ₹1,63,030
- **Senior Civil Judge (Entry Level)**: ₹1,11,000 – ₹1,63,030
- **Senior Civil Judge – After 1st ACP**: ₹1,22,700 – ₹1,80,200
- **Senior Civil Judge – After 2nd ACP**: ₹1,44,840 – ₹1,94,660
- **District Judge (Entry Level / Pay Level J-5):** ₹1,44,840 – ₹1,94,660
- **District Judge (Selection Grade)**: ₹1,63,030 – ₹2,19,090
- **District Judge (Super Time Scale / Pay Level J-7):** ₹1,99,100 – ₹2,24,100

Judicial Staff Pay Levels (Pb. 6th Pay Commission)

- **Class A / C Ministerial:**

S. No.	Name of Post	Grade Pay	Pay Level
1	Protocol cum Administrative Officer	6600	L-16
2	Senior Munsarim	5400	L-13
3	Office Assistant	3600	L-10
4	P.A. cum Executive Assistant	6000	L-15
5	Personal Assisstant	4800	L-12
6	Stenographer Grade - I	4800	L-12
7	Stenographer Grade - III (Hindi)	3600	L-10
8	Stenographer Grade - III (English)	3600	L-10
9	Sheristedar - I	4200	L-11
10	Reader Grade - I	4200	L-11
11	Clerk Grade - I	2800	L-8
12	Clerk Grade - II	2400	L-5
13	Class - IV	1700	L-1
14	Jamadar	1700	L-1
15	Process Server	2000	L-4

16	Driver	2400	L-5
17	A.A.O. - II	4200	L-11
18	Junior Accountant	3600	L-10
19	Informatic Assistant	2800	L-8
20	Court Manager	5400	L-14
21	Analyst-cum-Programmer (Deputy Director)	6600	L-16
22	Sr. System Officer	4800	L-12
23	System Officer	3600	L-10
24	System Assistant	2800	L-8

9 STATEMENT SHOWING STRENGTH STAFF IN PRATAPGARH JUDGESHIP WITH VACANT POST

S.No.	Name of Post	No. of Sanction Post	Working Post	No. of Vacant Post
1	Protocol Officer-cum Admn. Officer	1	1	0
2	Senior Munsarim	5	4	1
3	Office Assistant	1	1	0
4	P.A. Cum Executive Assistant	1	1	0
5	Stenographer Grade -I	7	2	5
6	Stenographer Grade -II	6	0	6
7	Stenographer Grade -III	3	3	0
8	Stenographer Grade -III (English)	1	0	1
9	Shetistedar Grade -I	2	2	0
10	Shetistedar Grade -II	5	5	0
11	Shetistedar Grade -III	2	2	0
12	Reader Grade -I	7	7	0
13	Reader Grade -II	6	6	0
14	Reader Grade -III	3	3	0
15	Clerk Grade -I	20	16	4
16	Clerk Grade -II	51	24	27
17	Process Server	24	12	12

18	Class IV	62	4	58
19	Jamadar	1	0	1
20	A.A.O.-II	1	0	1
21	Jr. Acctt	2	1	1
22	Driver	4	3	1
23	I.A.	2	0	2
TOTAL		**0**	**217**	**97**

Strength Staff of Pratapgarh Judgeship

SANCTION STRENGTH	WORKING STRENGTH	VACANT POSTS
217	**97**	**120**

9 to 10: Budget Heads, Subsidies & Citizen Facilities

- **Budget Allocations (Head 2014 - Admin of Justice):** Grants received for Salaries (105-01 to 04), Wages, Travelling Allowance, Office Expenses/P.O.L./Law Books, Electricity, Telephone, Water Charges, Adv. Publication, Rent Rate & Taxes, Medical Reimbursement, and Head 108 Criminal Courts.
- **Subsidies & Concessions:** Nil / Not Applicable.
- **Electronic Information & Website:** Official Court Portal: https://Pratapgarh.dcourts.gov.in| Dissemination via official letters, telephone, newspapers, seminars, and brochures.

11: Designated Public Information Officers (PIOs)

Court Setup / Office	Assistant PIO	Public Information Officer (PIO)	Appellate Authority
District & Sessions Court HQ	Ministerial Official of Sessions Court or Sr. Munsarim	CJM	District & Sessions Judge
ADJ/ACJM/Chhoti Sadri	Reader / Stenographer	ACJM	District & Sessions Judge
ACJM Arnod	Reader / Stenographer	ACJM	District & Sessions Judge

ACJM Dhariyawad	Reader / Stenographer	ACJM	District & Sessions Judge

12: RTI Application Rules, Fees, Penalties & Forms

1. Application & Fee Rules

- **How to Apply:** The eRTI Portal is also available at https://hcraj.nic.in/erti/.
- Web Portal can be used only by Indian citizens to file RTI Application and First RTI Appeal. Any supporting document/annexure can be attached as PDF document in "Supporting Document" option with the specified file size.
- **Electronic Submissions:** Requisite fee must be deposited within 7 days of electronic request, failing which application is dismissed.
- The applicant is advised to wait for 24-48 working hours as application will be registered only after reconciliation of payment. In case of any query, kindly contact the concerned SPIO/SAPIO through e-mail provided in the acknowledgement receipt.
- Applicant is advised to check the portal on regular basis for any information regarding application/appeal status, additional fee, copying charges, inspection charges and/or any other charges / information, and act accordingly.
- Application Fee or any other Charges once paid through Portal shall not be refunded.
- **Fee for applying RTI application:** A fee of ₹50/- per application is required. The applicant can pay the prescribed fee through the following modes: Internet Banking, Credit/Debit Card and UPI.

2. Exemptions & Restrictions

- **Judicial Functions Exemption:** As per RTI Rules.
- **Record Destruction Rules:** As per RTI Rules.

3 Appeals Authority

- **Appeals Authority -** District Judge.